

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 21-73

27 July 1973

TO: All Training Officers of the Agency

LANGUAGE COURSES AT HEADQUARTERS

1. The part-time language courses listed below will be offered by OTR during duty hours in the Headquarters Building beginning 4 September 1973. All classes will end on 21 June 1974 unless otherwise indicated. There will be a two-week break during the Christmas holidays. A minimum of three students is required to convene a class. For course descriptions, prerequisites, and other details, consult the revised Language School section of the OTR Catalog of Courses.

Course	Type*	Schedule
Chinese 81H	R	0900-0950 daily (section I) 1100-1150 daily (section II)
Chinese 82H	R	1300-1350 daily (section I) 1400-1450 daily (section II)
Chinese 83H	R	1000-1050 daily
French 21H	RSU	0845-0935 daily (section I) 1300-1350 daily (section II)
French 22H	RSU	0945-1035 daily (section I) 1045-1135 daily (section II)
French 81H	R	1400-1450 daily
Russian 01H	Fam.	2 hours per week (class ends 7 Nov. 73)
Russian 81H	R	1 hour daily (section I - General Vocabulary) 1 hour daily (section II - Scientific Vocabulary)
Russian 82H	R	1 hour daily
Russian 85H	R	1 hour MWF
Russian 86H	R	1 hour MWF
Russian 88H	R	1 hour MWF

(Over, please)

Spanish 21H RSU 0845-0935 daily (section I)
1300-1350 daily (section II)

Spanish 22H RSU 0945-1035 daily

Spanish 81H R 1045-1135 daily

Spanish 82H R 1400-1450 daily

*R - Reading, S - Speaking, U - Understanding, Fam. - Familiarization

2. The following Russian reading courses began in February 1973. The second semester for these courses will begin 4 September 1973 and end 1 February 1974. New students may join these classes provided they have the appropriate skill level.

<u>Course</u>	<u>Schedule</u>
Russian 81H	1 hour daily
Russian 86H	1 hour MWF
Russian 88H	1 hour MWF

3. Only those individuals able to maintain an excellent attendance record should apply; students with irregular attendance will be dropped. Students are expected to study on their own time to prepare for class.

4. To enroll in any of the above courses submit Form 73, "Request for Internal Training," through the Training Officer to OTR/ISS/AIR, Room 1036, Chamber of Commerce Building. The registration deadline is 17 August 1973.

5. For further information contact [REDACTED] at the Language School, extension 3271.

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